

Opening Date:	March 19, 2015	Closing Date:	March 26, 2014
Job Title:	Courtroom Clerk	Position Type:	Regular Full Time
PIN:	059098	FLSA Status:	Non-Exempt
Location:	Circuit Court for Anne Arundel County Annapolis, Maryland	Grade/Salary Range:	J07 \$32,674 - \$38,760
		Financial Disclosure:	No

Essential Functions: Provides courtroom assistance for all types of cases on a regular basis. Assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney and maintains a list of jurors selected. Communicates with Jury Commissioner and assignment office as necessary. Administers appropriate oaths. Keeps accurate records of witnesses' names, addresses, evidence and other materials. Records proceedings of court activity on hearing sheets in clear, concise, and legible manner to be used for permanent docket. Notes are taken by hand in the courtroom and typed using a computer keyboard to permanent hearing sheet later. Generates all necessary paperwork and secures necessary signatures on forms. Calculates and totals all court costs and fees to be used in bill for defendant.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include:

- A) one year of experience working in a trial or appellate court *or*
- B) one year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of court and legal terminology and the ability to correctly interpret procedures, laws, rules, and regulations. Ability to work with significant time constraints and restrictive working conditions; ability to understand and carry out complex instructions; ability to pay attention to detail and communicate effectively. Ability to compose hearing sheets utilizing proper grammar, punctuation, and spelling. Ability to communicate effectively with customers and co-workers. Math skills necessary to calculate fees. Ability to use independent judgement to discern and record pertinent information. Ability to work overtime as needed. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Robert P. Duckworth, Clerk
Circuit Court for Anne Arundel County
P.O. Box 71
Annapolis, MD 21404
ATTN: Human Resources
FAX: 410-222-1395
Email: ClerksOfficeJob@aacounty.org

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.